

Out-of-State Testing for Rhode Island Adjuster Exam

1. Follow proper procedure to apply for exam with the Rhode Island Department of Business Regulation and wait for *Authorization to Test* postcard.
www.dbr.state.ri.us
2. After receipt of postcard, send a written request for **Out-of-State Exam Registration**, along with a \$50 per person registration fee, to:

ATTN: Natalie Grayson
TCO--Out-of-State Testing
Promissor
Three Bala Plaza West
Suite 300
Bala Cynwyd, PA 19004-3481

3. Please include the following information when writing the examination request letter:
 - ✓ Full name
 - ✓ Date of birth
 - ✓ Social Security Number
 - ✓ Daytime address and phone number
 - ✓ What exam would the candidate like to test for? (Example: *Rhode Island Adjuster*)
 - ✓ What level would the candidate need to test for? (Example: *Workers' Compensation Insurance Adjuster*)
 - ✓ What State would the candidate like to test in?
 - ✓ Fax number for confirmation letter
4. In addition to the out-of-state registration fee, there is also an examination fee in the amount of **\$88**. This fee is to be paid on the scheduled date of testing at the Test Center and cannot be paid in combination with other applicants. (One check per person)
5. The registration fee and the examination fee **must** be paid with either a cashier's check, company check, or money order made payable to Promissor. (**NO personal checks or cash allowed**)
6. The usual turnaround time for notification from Promissor is approximately two weeks.

PLEASE NOTE: ALL FEES ARE SUBJECT TO CHANGE. PLEASE CHECK THE DBR WEB SITE.